

PJ Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

QUESTIONS	ANSWER		NOTES
	Y	N	
<b>A. RECORDKEEPING</b>			
1. Is the recordkeeping system maintained in a way that will enable HUD to determine whether the HOME Program requirements have been met?			
2. Have adequate records been retained for the appropriate period of time?			
<b>B. ASSESSING PROGRAM PROGRESS</b>			
3. Do written materials, project files, and staff interviews indicate that program activities are consistent with the PJ's Consolidated Plan?			
4. Have any projects gone more than two months from project set-up without making a draw-down? a. If yes, how many? Is this a significant percentage of active projects? b. What are the causes of the delays?			
5. Is there sufficient progress in committing funds to meet the 24-month deadline? a. If not, does the PJ have a plan in place for making better progress in the future?			
6. Does the current rate of spending indicate that project funds will be spent by the 60-month expiration date? a. If not, does the PJ have a plan in place for making better progress in the future?			
<b>C. WRITTEN AGREEMENTS</b>			
7. Has the PJ signed a HOME Investment Partnership Agreement with HUD?			
8. Have all HOME-funded recipients (homeowners, homebuyers, rental project owners, and families receiving TBRA) signed HOME agreements?			
9. If the PJ works with any subrecipients, does the PJ have written agreements with all subrecipients?			
10. Do all HOME written agreements fulfill the following requirements: a. Were the written agreements signed before disbursing HOME funds? b. Do the written agreements include all required clauses? (see page 22) c. Are the written agreements effective for the required period of time?			

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<b>D. FINANCIAL MANAGEMENT</b>			
11. Has the PJ made adequate progress toward leveraging HOME funds?			
12. Do all project delivery costs appear to be reasonable and eligible under the HOME Program?			
13. Are payment certification forms on file for all draws?			
14. Has the PJ limited general administrative costs to the appropriate percentage of its HOME funds?			
15. Do all costs paid for with general administrative funds appear to be reasonable and eligible?			
16. Are records maintained that indicate how HOME administrative funds are used?			
17. Has the PJ consistently disbursed funds within 15 days?			
18. Does the PJ disburse program income on hand before requesting draws from the U.S. Treasury account?			
19. Does the PJ have records indicating that monthly reconciliations have been conducted?			
20. Have any HOME funds been used to pay for bank service charges?			
21. Has the PJ received any interest income on funds not disbursed within 15 days? If yes: a. has interest from these funds in excess of \$100 been returned to the U.S. Treasury at least quarterly?			
<b>E. REPORTING</b>			
22. Does the data located in project files appear to match data reported to HUD?			
23. Have project completion reports been filed or amended at the appropriate times?			
24. Has the PJ canceled any projects? If yes: a. Was the cancellation entered properly into the IDIS system? b. Did the PJ reimburse the HOME program for any HOME funds expended before cancellation?			
25. Does the PJ have adequate systems in place to track program income?			

QUESTIONS	ANSWER		NOTES
	Y	N	
<b>F. HOUSING QUALITY STANDARDS</b>			
26. Does the PJ have adequate systems for ensuring that minimum property standards are met within the appropriate time frames?			
<b>G. HOME INVESTMENT PER UNIT</b>			
27. Does the PJ have adequate procedures in place to ensure that minimum HOME investment requirement is met?			
28. Does the PJ have adequate procedures in place to ensure that projects do not exceed maximum HOME investment limits?			
29. Does a spot-check of project files indicate that the HOME minimum and maximum limits have been applied properly?			
<b>H. INCOME VERIFICATION</b>			
30. Has the PJ determined an approved definition of income to be used for each program?			
31. Does the PJ have established procedures for collecting complete income documentation or certifications from occupants of all HOME units?			
32. Is the PJ using the most current HOME income limits issued by HUD?			
33. Is the PJ applying rules appropriately and making accurate income determinations?			
<b>I. CHDOS</b>			
34. Is the PJ providing special CHDO funding (i.e., capacity building, operating costs, TA, or predevelopment loans)? a. If yes, were these expenditures documented as eligible costs?			